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**COUNTY OF LOS ANGELES
DEPARTMENT OF CONSUMER AFFAIRS**

Members of the Board

Gloria Molina
Yvonne Brathwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich

Pastor Herrera, Jr.
Director

"To Enrich Lives Through Effective and Caring Service"

August 10, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROVE AMENDMENT NO. 4 TO AGREEMENT No. 72797
WITH NEIGHBORHOOD LEGAL SERVICES OF LOS ANGELES COUNTY
TO EXTEND THE DEVELOPMENT AND MANAGEMENT OF PILOT
SELF-HELP LEGAL ACCESS CENTERS (SHLACs)
(SUPERVISORIAL DISTRICT 1, 2, 3 – 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and Award the enclosed Amendment No. 4 (Attachment A) to Agreement No. 72797 with Neighborhood Legal Services of Los Angeles County to extend the Development and Management of Pilot Self-Help Legal Access Centers (SHLACs). The Amendment will provide for the continuation of SHLACs to the Superior Courts of California, County of Los Angeles, Northwest District – Van Nuys, East District-Pomona and South West District-Inglewood, amend the contract term to August 31, 2005, and increase the contract sum.
2. Authorize the Director of Consumer Affairs or his designee to extend the Agreement for one (1) option year period to August 31, 2006, for a maximum contract term of six (6) years.
3. Instruct the Chairman to sign the Amendment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

Approval of the proposed contract amendment will enable Neighborhood Legal Services of Los Angeles County (NLS) to continue operations at the Van Nuys, Pomona and Inglewood Courthouses to provide basic, critical information regarding the court system for unrepresented litigants in Los Angeles County.

Unrepresented litigants require information on court-related matters such as form preparation, service of process, and courtroom procedures and demeanor. The lack of this information compromises their access to the judicial system and negatively impacts the administration and operation of the trial courts. Self-Help Legal Access Centers (SHLAC) have proven to be an effective method of assisting unrepresented litigants in understanding the laws, regulations and court procedures relevant to their case, which enables them to make informed choices concerning the legal options available to them.

Background

In October 2000, the SHLAC pilot program was initiated at the Van Nuys Courthouse through an agreement with NLS. In January 2003, your Board approved Amendment No. 3 to the NLS contract to extend the operation of the Van Nuys SHLAC and expand service to Pomona and Inglewood through August 31, 2004. Since inception, the three SHLAC locations have served more than 80,000 individuals.

Proposed Contract Amendment No. 4

Approval of Amendment No. 4 to the current NLS contract will allow NLS to continue services at the Van Nuys, Pomona and Inglewood Courthouses through August 31, 2005, with a one-year option to continue services until August 31, 2006.

IMPLEMENTATION OF STRATEGIC PLAN GOALS:

Goal 1: Service Excellence, Strategy 1: Develop Standards for User Friendly Service

FISCAL IMPACT/FINANCING:

The Department of Consumer Affairs' (Department) 2004-05 Budget currently appropriates \$313,000 for the operation of the Van Nuys SHLAC, \$240,000 for the Pomona SHLAC and \$122,000 for the Inglewood SHLAC.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

On June 20, 2000, the Board approved the existing Agreement Number 72797 between the County of Los Angeles, and Neighborhood Legal Services of Los Angeles County for the development and management of a pilot SHLAC (Agreement). The Agreement was for one (1) year and was extended by your Board by Amendment No. 1 to continue operations for an additional one (1) year period to October 22, 2002. Amendment No. 2 was approved by your Board to continue operations for an additional one (1) year period to October 22, 2003. Amendment No. 3 was approved by your Board to continue services at Van Nuys and expand operations to Pomona and Inglewood through August 31, 2004.

The proposed Amendment No. 4 to the Agreement shall allow continued development and management of the Self-Help Legal Access Centers for unrepresented litigants adjacent to the Superior Court of California, County of Los Angeles, Northwest-Van Nuys, East District-Pomona and South West District-Inglewood.

The Contractor will not be asked to perform services, which will exceed the approved contract amount, scope of work and contract dates.

The Contractor shall comply with the County Jury Service Program (Chapter 2.203 of the County Code).

The proposed Amendment No. 4 (Attachment A) has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

Amendment No. 4 to the Agreement will comply with your Board's adopted January 2003 Board Motion to provide for basic, critical information regarding the court system for unrepresented litigants in Los Angeles County.

By amending the Agreement, the SHLACs will continue to provide services to the public which include but are not limited to: assist patrons with correctly completing required court forms, provide information concerning service of court papers on involved parties, and provide counseling on how to prepare and present their own case to a judge or jury to obtain the manner of relief sought. Counseling or assistance is provided to patrons on civil law matters including, but not limited to, name change, family law, landlord/tenant, conservatorship and guardianship.

Honorable Board of Supervisors

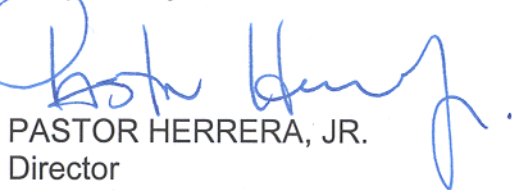
August 10, 2004

Page 4

CONCLUSION:

The Executive Office, Board of Supervisors is requested to return a copy of the approved Board letter to the Department as well as three (3) signed copies of the Amendment Number Four (4) to the Department.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Pastor Herrera, Jr.", is written over the printed name and title.

PASTOR HERRERA, JR.
Director

PHJ:TRB:tb:BoardLetterSHLAC July 2004 Ver III

ATTACHMENT

c: Chief Administrative Officer
Executive Officer, Board of Supervisors
County Counsel

AGN. NO. _____

MOTION BY SUPERVISOR MICHAEL D. ANTONOVICH

AUGUST 10, 2004

Amendment to Item #19:

On February 24, this Board directed the Chief Administrative Officer (CAO) and the Director of Consumer Affairs to prepare a joint report identifying the source of the funding necessary to operate the Antelope Valley Self-Help Legal Access Center (AVSHLAC) three days a week, which was \$64,260, and the steps necessary to expeditiously incorporate the AVSHLAC into the existing agreement with Neighborhood Legal Services (NLS).

The CAO's March 2 report concluded that funding should be delayed due to the uncertainties in the State's budget and that it was administratively efficient to incorporate the AVSHLAC in existing agreement with NLS in lieu of establishing a separate agreement.

The AVSHLAC has adequate funding through the end of fiscal year 04-05 but will require \$189,311 effective July 1, 2005 through August 31, 2006.

- M O R E -

MOTION

MOLINA	_____
BURKE	_____
YAROSLAVSKY	_____
ANTONOVICH	_____
KNABE	_____

I, THEREFORE, MOVE that the Board of Supervisors direct the Director of Consumer Affairs to:

1. Include appropriation of \$189,311 to fund the Antelope Valley Self-Help Legal Access Center (AVSHLAC) from July 1, 2005 through August 31, 2006, should the option to extend the agreement for the other three courts be exercised; and,
2. Incorporate the AVSHLAC into the existing agreement with Neighborhood Legal Services.

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